

# Pre-Qualified Consultant Services Information Booklet 2003-04

Consulting  
Training  
Facilitating  
Speaking

State Training Center (STC)  
Department of Personnel Administration  
1515 "S" Street, North Building, Suite 108  
Sacramento, CA 95814-7243  
Phone: (916) 445-5121      FAX (916) 322-4755  
E-Mail: [consultants@dpa.ca.gov](mailto:consultants@dpa.ca.gov)  
[www.dpa.ca.gov](http://www.dpa.ca.gov)





# Table of Contents

Why use Pre-Qualified Consultant Services?.....	Page 2
Do I need a Consultant?.....	Page 3
Definitions of Services.....	Page 4
Definitions of Consultant Topics.....	Page 5
Process Flow Chart and Description.....	Pages 6-7
Work Statement "A" (Initial Outline of Issues and Needs).....	Page 8
Work Statement "A" Sample.....	Page 9
Rating/Cost Proposal Worksheet.....	Page 10
Rating Worksheet Sample.....	Pages 11-12
Cost Proposal Worksheet Sample.....	Page 13
Work Statement "B" (Agreed Upon Work Statement).....	Page 14
Work Statement "B" Sample.....	Page 15
Contract Clauses Specific to the STC and Client Agency.....	Page 16

## Attachments

### Blank Pre-Qualified Consultant Services Forms:

Attachment I (Work Statement "A").....	Page 17
Attachment II (Work Statement "B").....	Page 18
Attachment III (Rating Worksheet).....	Pages 19-20
Attachment IV (Cost Proposal Worksheet).....	Page 21
Attachment V (Funding Strip & Signature Block Information Sheet).....	Page 22

### Sample Contract Forms:

Attachment VI (Contract/Contractor Evaluation STD. 4).....	Page 23
Attachment VII (Contract Award Report STD. 16).....	Page 24
Attachment VIII (Standard Agreement STD. 213).....	Page 25

# Why use Pre-Qualified Consultant Services?

The Pre-Qualified Consultant Services Program (formerly titled Office of Statewide Continuous Improvement) maintains a pool of qualified consultants, trainers, facilitators, and speakers to provide services for State agencies. This pool not only saves individual departments time and money, it also results in less duplication of effort within the State. The following outlines some of the benefits, limitations and requirements of the program:

## Benefits:

- You do not have to do your own Request for Proposal (RFP).
- The State Training Center (STC) will provide you with a minimum of seven consultants for review from our Pre-Qualified Bidders' List that match your needs.
- The STC prepares the Three-Party Agreement between the STC, Client Agency, and Contractor.
- As a courtesy service, the DPA prepares the contract award Report (STD. 16) and sends it to the Client Agency for submission to the Department of Fair Employment and Housing, Office of Compliance Program.

## Limitations:

- Each project cannot exceed the contract amount of \$100,000. This amount does not include the 10 percent STC Administrative Service Charge. This process is not intended to take the place of a RFP for large, complex or long-term consultant projects. For more than one project that requires different topics/consultants, a contract would be written for each project. For each consultant that you wish to have deliver services, you must have a separate Three-Party Agreement.

## Requirements:

- The DPA has the principal responsibility of the contract process, and as the contract holder, is responsible for contract approval. For those Client Agencies who may have exemptions from Department of General Services approval, these exemptions do not apply for these contracts.
- All Bidders placed on the Pre-Qualified Bidders' List have agreed to all standard State contract requirements and understand that this agreement will become part of any contract awarded as a result of this process.
- After the Three-Party Agreement is signed by all parties and the work initiated, the Client Agency pays the consultant directly for the services the consultant provides.

# Do I Need a Consultant?

Important areas to consider in determining if you need a consultant:

- Have you defined the problem?
- Have you discussed the problem with your Training Officer?
- Does this problem require a special skill or expertise to resolve?
- Can someone in your Department help you?
- Does this problem need to be resolved by someone from outside your Department (e.g., sensitivity issues, too close to the problem, etc.)?
- Can a State employee from another Department help you?

If, after answering these questions, you believe that you need a consultant, call us at **(916) 445-1521** and ask for our Pre-Qualified Consultant Services Program representative. We can help you define the needs of your department. If you require more information regarding the Pre-Qualified Consultant Services process and requirements please go to **[www.dpa.ca.gov](http://www.dpa.ca.gov)**.

# Definitions of Services

## Consulting

A professional consultant, individual or firm, with special knowledge, skills and talents who renders advice and assists others in successfully implementing that advice. A consultant may be a subject matter expert, but if not, usually has considerable knowledge of group dynamics that is important in assisting the client reach their goal.

## Training

Activities that are designed to help an individual become proficient in the current assignment or prepare for a future assignment. Such activities may be accomplished through self-study, small-group learning and classroom sessions. On-the-job training, as opposed to education, is usually thought of in the context of short-term, intense learning activity resulting in immediate application on the job.

## Facilitating

This role may include identifying techniques for leading discussions and building consensus, evaluating team dynamics/team climate, resolving conflicts, identifying appropriate actions in each step of the problem-solving process improvement cycle, or assisting the team leader as needed.

## Speaking

Services offered include keynote speaking, supporting the objectives of a meeting, motivational speeches, or customizing a speech to fit the customer needs.

# Definitions of Consultant Topics

## Customer Service

Assist an agency in developing its customer service competency, which may include handling special problems and sensitive issues with customers, such as defusing anger, and/or dealing with upset customers. Provide packaged or customized surveys for organizations to use in measuring customer satisfaction and/or performance levels.

## Facilitators

Act as a facilitator with a group or team. This may include using techniques for leading discussions, building consensus, evaluating team dynamics, resolving conflicts, generating options and alternatives, and/or problem solving. The facilitator may assist a team leader or chairperson.

## Leadership

Provide consultation on developing interpersonal and leadership skills in support of strategic management and visionary motivation. Discuss the behaviors that support effective delegation, empowerment, creativity, accountability, and responsibility.

## Process Improvement

Explain the process improvement methods and tools, and assist staff in applying methods or tools to work processes.

## Strategic/Operational Planning

Assist the organization in its planning process, including change management. Steps may include establishing vision, mission, and values; identifying strengths and weaknesses, opportunities and threats; identifying customer needs, critical processes, identifying organizational objectives; creating a tracking and review process.

## Speaker

Services offered are, but not limited to, keynote speaking, supporting the objectives of a meeting, motivational speeches, or customizing a speech to fit the customer needs.

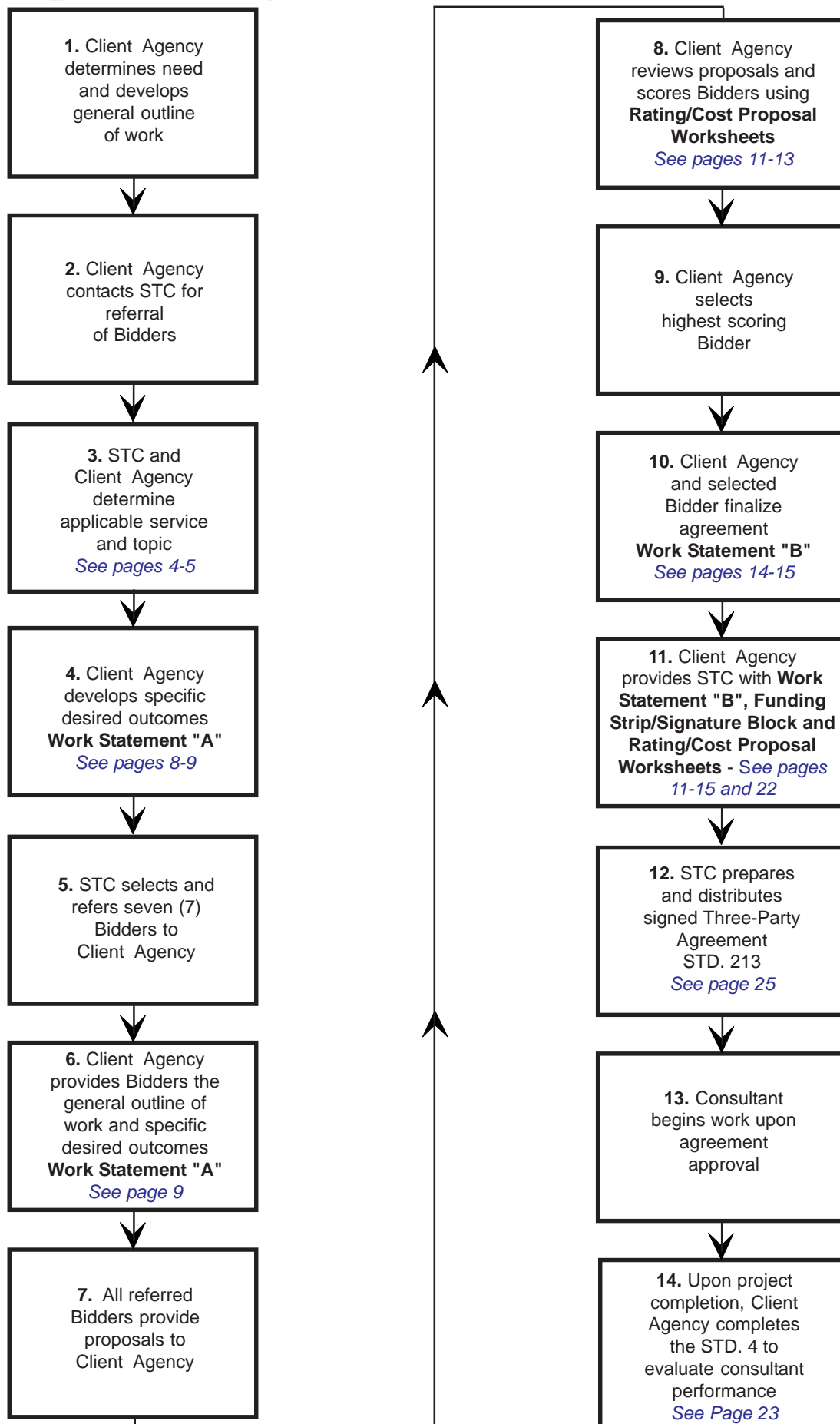
## Team Building

Assist employees in developing the interpersonal skills needed to work effectively in team or work groups. This may include communication principles, group problem-solving models, meeting management skills, stress management, or dealing with conflict.

## Team Work

Explain the role, function and interaction of team members, leaders, sponsors, and/or facilitators which may include assisting team members in the application of the principles, techniques and processes of project management.

# Steps for Using the Pre-Qualified Bidders' List





# Steps for Using the Pre-Qualified Bidders' List

1. Client Agency determines need and defines general outline of work including time frames and approximate project budget.
2. Client Agency contacts STC for referral of Bidders.
3. STC and Client Agency determine applicable service and topic. - *see pages 4-5*
4. Client Agency develops specific desired outcomes (Work Statement "A"). - *see pages 8-9*
5. STC selects seven (7) Bidders based upon Client Agency criteria from the Pre-Qualified Bidders' List to refer to the Client Agency (additional Bidders will be referred if original referrals do not meet Client Agency needs).
6. Client Agency shall provide the Bidders with a general outline of work along with the detailed specific outcomes (Work Statement "A"). - *see page 9*
7. All referred Bidders will provide the Client Agency a proposal, including a description of project phases (specific work items/deliverables/outcomes), a progress schedule, and a cost breakdown.
8. Client Agency reviews the Bidders' proposals; conducts interviews if needed; and scores Bidders on experience, education, cost (including small business preference), and Bidder's proposed approach to the scope of work. For each Bidder a score of 100 points is possible. A weight of no less than 30 percent must be given to the cost component. For example of how to score Bidders, see Rating/Cost Proposal Worksheets . - *see pages 11-13*
9. Client Agency selects the Bidder with the highest score (Client Agency has the reserved right to reject all proposals).
10. Client Agency and selected Bidder (Contractor) finalize the detailed work statement (Work Statement "B"), including the description of project phases, the progress schedule, and the cost breakdown. The maximum hourly rate that the Contractor can charge to the Client Agency will be the RFQ hourly rate. During the referral and selection phase, the Contractor may elect to charge a lesser rate when submitting their project cost proposal to the Client Agency. The Contractor's project cost proposal may include travel and per diem expenses, materials and all other cost items (e.g. copying) for which the Contractor seeks payment or reimbursement. - *see pages 14-15*
11. Client Agency provides Work Statement "B", the Rating/Cost Proposal Worksheets and Funding Strip/Signature Block Information to the STC. - *see pages 11-15, and 22.*
12. STC prepares the Three-Party Agreement (Standard Agreement STD. 213) between STC, Client Agency, and selected Contractor, which includes the scope of work described in item 10 above. The STC distributes signed contract copies. - *see page 25*
13. Following execution of the contract, and approval of the contract by the Department of General Services or DPA, as required, Contractor begins project for Client Agency.
14. Upon completion of the project, Client Agency evaluates Contractor's performance utilizing the Contract/Contractor Evaluation (STD. 4). - *see page 23*

# **WORK STATEMENT “A”**

## **(Initial Outline of Issues and Needs)**

This work statement outlines an accurate and thorough description of the issues and services needed. This will ensure that your department will receive the services you want.

The following page provides an example of what to consider when completing Work Statement “A” (Facilitation Services example). This form can be modified to meet your specific needs.

## Work Stateme (Initial Outline of Issu

**Project Description** (Problem Statement): The ABC Departm  
in its examination of issues surrounding the establishment of new ;  
a result of new federal guidelines. The Department will serve as a  
in this area. Participants in this project will include representative:  
gasoline providers association, consumer and environmental advoc  
under examination are as follows:

- |                                     |   |
|-------------------------------------|---|
| 1. Impact on oil refining producers | 2 |
| 3. Impact on consumers              | 4 |
| 5. Impact on State control          | 6 |

### **Project Outcomes**

- Understanding the impact of all involved in carrying this proje
- Ensuring that all involved participants are represented and thei
- Capturing all relevant information for inclusion in a future rep

### **Proposed Work Plan:**

The Department will contract for the services of a consultant/facili  
Department is requesting meeting design and documentation servi  
time to discuss/research the issues and develop recommendations,  
meetings will occur, with each meeting occurring two to four week  
in the Department's headquarters in Sacramento. The consultant/fa  
with the assistance from the Department staff to complete final rec  
specified above.

THE FACILITATOR WILL PROVIDE THE FOLLOW

## **Rating/Cost Proposal Worksheet**

The Client Agency reviews proposals; conducts interviews; checks references if needed; and scores referred Bidders on experience, education, cost (including small business preference), and consultant's proposed approach to the scope of work. For each Bidder a score of 100 points is possible. A weight of no less than 30 percent must be given to the cost component.

The following three pages provides an example of how the Rating/Cost Proposal Worksheet should be completed.

# RATING WORKSHEET

Example

Department Name: ABC

Evaluator: John Smith

Phone #: 123-4567

Project Topic

Customer Service

☐

Facilitators

☐

Leadership

☐

Process Improvement

☒

Strategic/Operational Planning

☐

Speaker

☐

Team Building

☐

Team Work

☐

**Step 1.** Evaluate and score the bidders on the criteria listed below. Use the points listed. Use the Cost Proposal Worksheet to calculate the total score.

## Bidder #1

BOX A	Bidding Company Check box if company is a Small Business	Company ABC <input checked="" type="checkbox"/>
	Consultant Name	Tom
	Project Proposal Evaluation (max 25 points)	15
	Education (max 20 points)	15
BOX B		

# **RATING WORKSHEET** - *continued*

**Example**

**Step 5.** Multiply the hourly rate bid from Box F by 5% and place the answer in Box G.

<b>BOX G</b>	Place the cost proposal dollar amount from Box F here:  <div style="display: flex; justify-content: space-around; align-items: center;"> <span>\$ 65.00</span> <span>X 5%</span> <span>=</span> <span>3.25</span> </div>
--------------	--

**Step 6.** Transfer the cost proposal and score from Box D to Box H.

	Bidder #1		Bidder #2	
<b>BOX H</b>	Cost	Score	Cost	Score
	80.00	22.5	60.00	30

**Step 7.** Subtract the Small Business Preference amount for the bidders **who are** Certified Small Businesses from the cost proposal amount and place the answer in Box I.

	Bidder #1		Bidder #2	
<b>BOX I</b>	Cost proposal for Certified Small Businesses only:	\$80.00	Cost proposal for Certified Small Businesses only:	\$
	Amount from Box G:	- 3.25	Amount from Box G:	-
	Certified Small Businesses adjusted cost proposal amount	\$76.75	Certified Small Businesses adjusted cost proposal amount	\$

**Step 8.** Using Step 2 and 3 of the Cost Proposal Worksheet, determine the adjusted cost proposal amount for bidders **who are** a Certified Small Business. Place the answer in Box J.

**Step 9.** Score each bidder's adjusted cost proposal amount.

# Cost Proposal Worksheet

**Example**

**The following is the formula to award points to cost pro**

$$\frac{\text{Low Bid Amount}}{\text{Bid price being evaluated}} \times 30 = \text{Points given to cost prop}$$

**Here is how you do :**

**Step 1** Transfer bidders hourly rates to the below boxes. A

		Bidder #1		Bidder #2	
Box D	Cost Proposal (lowest cost receives 30 points)	Hourly Rate	Score/ Points	Hourly Rate	
		\$80.00		<b>\$60.00</b>	

**Step 2** Divide lowest hourly rate by each of the remaining

Lowest Hourly Rate		Bidder #1 Hourly Rate		Point Factor
<div>\$60.00</div>	÷	<div>\$80.00</div>	=	<div>.75</div>

# **WORK STATEMENT “B”**

## **(Agreed Upon Work Statement)**

This work statement outlines an accurate and thorough description of the services that will be provided, deliverables, time frames, and cost. This will ensure that your department receives the services negotiated with the chosen consultant.

The following page provides an example of how Work Statement “B” should be completed for a request for “Consulting/Strategic Planning” services. This form can be modified to meet your specific needs.

Remember that the work statement must specifically contain:

- A clear description of the problem;
- Identify in realistic terms what the consultant is to accomplish, including desired approach to the problem;
- Practical, policy, technological, and legal limitations;
- Specific questions to be answered;
- The manner in which the work is to be done;
- A description of the items to be delivered;
- And the extent and nature of the assistance and cooperation that will be available to the consultant from the State.



# WORK STATEMENT "B"

(Describes deliverables, time frames and cost)

Consulting  
Example

Department: XYZ  
Consultant: Carl Consultant  
Contract # \*\*

## Project Description:

The XYZ Division needs a Strategic Plan with performance measures within the Division and indicate the appropriate measurements and offsite meetings and provide training and consultation, as needed with Division staff in the completion of each of the following phases:

<b>Phase I - Facilitate Division meetings to achieve the following:</b> <ul style="list-style-type: none"><li>• Overview of Strategic Planning process</li><li>• Develop planning criteria</li><li>• Define customers</li><li>• Draft Mission Statement</li><li>• Identify strengths and weaknesses</li><li>• Identify opportunities and threats</li></ul>	<b>Period Completed</b>  July - September 2003
<b>Phase II - Work with planning teams to complete the following:</b> <ul style="list-style-type: none"><li>• Obtain input from customers, line supervisors and staff</li><li>• Identify specific trends, goals and objectives</li><li>• Develop strategies to meet objectives through teams</li><li>• Train teams to fulfill role</li></ul>	October - December 2003

# Clauses Specific to the State Training Center (STC) and Client Agency

## EXHIBIT D, SPECIAL TERMS AND CONDITIONS

### A. Term of Contract

The contract becomes effective on the date the contract is approved by the Department of Personnel Administration and the Client Agency, or the Department of General Services, whichever date is later. The contract may be amended only by mutual written consent of all parties. The term of the contract may be extended up to one year, if necessary, for the completion of a project. The STC has no obligation concerning unused days or fund balances upon expiration of the contract.

### B. Materials

Materials will be addressed in the work statement/specific scope of work and proposals by the bidder.

### C. Evaluation of Performance

The contractor's performance shall be evaluated in accordance with Public Contract Code sections 10367, 10369, and 10370. The Client Agency shall evaluate the Contractor utilizing the Contract/Contractor Evaluation (STD. 4) process. A copy of the evaluation will be sent to the Department of General Services, Office of Legal Services, if it is negative and over \$5,000.

### D. Potential Subcontractors

Nothing contained in this Agreement or otherwise, shall create any contractual relation between the State and any subcontractors, and no subcontract shall relieve the Contractor of his responsibilities and obligations hereunder. The Contractor agrees to be as fully responsible to the State for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Contractor. The Contractor's obligation to pay its subcontractors is an independent obligation from the State's obligation to make payments to the Contractor. As a result, the State shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor.

### E. Additional Consultants

The STC retains the right of approval over any person serving as a consultant under this agreement. Consultants cannot be substituted without the consent of the STC and the Client Agency.

### F. Scope and Delivery of Services

The Contractor agrees to provide consulting/training services in accordance with the work statement. The work statement shall describe the specific services to be rendered, the applicable time frames (completion dates, report dates, etc.) and an estimate/cost breakdown (hourly rates, etc.) for all deliverables.

# **WORK STA (Initial Outline o**

**Project Description (Problem Statement)**

**Project Outcomes**

**Proposed Work Plan:**

**Contractor Requirements:**

# WORK STATEMENT

(Describes deliverables, timeline, and other project details)

Department:

Consultant:

Contract # \*\*

**Project Description:**

Project Breakdown (Phases, Segments, Stages, etc.)	Period of Completion (should be month or date specific depending upon project)

# RATING WORKSHEET

**Department Name:** \_\_\_\_\_

**Evaluator:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Project Topic**

Customer Service	<input type="checkbox"/>	Facilitators	<input type="checkbox"/>	Leadership	<input type="checkbox"/>
Process Improvement	<input type="checkbox"/>	Strategic/Operational Planning	<input type="checkbox"/>	Speaker	<input type="checkbox"/>
Team Building	<input type="checkbox"/>	Team Work	<input type="checkbox"/>		

**Step 1.** Evaluate and score the bidders on the criteria listed below the points listed. Use the Cost Proposal Worksheet to calculate the total score.

Bidder #1			
<div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>BOX A</b> </div>	Bidding Company Check box if company is a Small Business	Company ABC  <input type="checkbox"/>	
	Consultant Name		
	Project Proposal Evaluation (max 25 points)		
	Education (max 20 points)		
<div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>BOX B</b> </div>	Experience (max 25 points)		
<div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>BOX C</b> </div>			
<div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>BOX D</b> </div>	Cost Proposal	Score	

# RATING WORKSHEET - *continued*

**Step 5.** Multiply the hourly rate bid from Box F by 5% and place the result in Box G.

<b>BOX G</b>	Place the cost proposal dollar amount from Box F here:
	X 5% =

**Step 6.** Transfer the cost proposal and score from Box D to Box H.

<b>BOX H</b>	Bidder #1		Bidder #2	
	Cost	Score	Cost	Score

**Step 7.** Subtract the Small Business Preference amount from Box H, for the bidders **who are** Certified Small Businesses.

<b>BOX I</b>	Bidder #1		Bidder #2	
	Cost proposal for Certified Small Businesses only:	\$	Cost proposal for Certified Small Businesses only:	\$
	Amount from Box G:	-	Amount from Box G:	-
	Certified Small Businesses adjusted cost proposal amount		Certified Small Businesses adjusted cost proposal amount	
	\$	\$	\$	\$

**Step 8.** Using Step 2 and 3 of the Cost Proposal Worksheet, calculate the adjusted cost proposal for Bidders **who are** a Certified Small Business. Place the result in Box J.

Cost Proposal Worksheet

The following is the formula to award points to cost prop

$$\frac{\text{Low Bid Amount}}{\text{Bid price being evaluated}} \times 30 = \text{Points given to cost prop}$$

Here is how you do

Step 1 Transfer bidders hourly rates to the below boxes. A

		Bidder #1		Bidder #2	
Box D	Cost Proposal (lowest cost receives 30 points)	Hourly Rate	Score/ Points	Hourly Rate	

Step 2 Divide lowest hourly rate by each of the remaining

Lowest Hourly Rate                      Bidder #1                      Point Factor

Hourly Rate                      Hourly Rate

\$

 ÷ 

\$

 =

**FUNDING STRIP AND SIGNATURE**  
**Pre-Qualified Consultation**  
**Three-Party Agreement**

Please provide the funding strip and signature block information  
Return this information with Work Statement B and Rating/Cost  
fax this information to (916) 322-4755, attention Theresa Madar  
324-0478.

Agency # (Your department's internal reference contract number)
<b>STC Customer #</b>
Name of authorized signatory for your department:
Title of authorized signatory for your department:
Program/Category (code and title):
Fund Title:
Box for optional use:
Item:
Chapter:



STD. 4 (REV. 5/2002)

**CONTRACT/CONTRACTOR EVALUATION**

*This evaluation must be completed for all consulting services contracts \$5,000 and above within 60 days of completion of the contract. If performance by the contractor is unsatisfactory, a copy of the evaluation must be sent to the Department of General Services, Office of Legal Services, 707 Third Street, Suite 7-330, 7th Floor, West Sacramento, CA within five days after completion of the evaluation. The contractor must be notified in writing of a copy of the unsatisfactory evaluation within fifteen days after its completion.*

DEPARTMENT	CONTRACT
DIVISION	
EVALUATOR'S NAME	
TAXPAYER'S FEDERAL EMPLOYER IDENTIFICATION NUMBER	CONTRACT COMMENCEMENT DATE

1. TOTAL CONTRACT AMOUNT, INCLUDING AMENDMENTS

2. DESCRIBE SERVICE OR PRODUCT TO BE PROVIDED UNDER CONTRACT

3. IS THE SERVICE / PRODUCT BEING UTILIZED?

☐

NO - If no, explain why

☐

YES - If yes, explain how the product or service need which made the contract necessary

STATE OF CALIFORNIA

**CONTRACT AWARD REPORT**

STD. 16 (REV 11-92)

TITLE 2, DIVISION 4, CHAPTER 5, SECTION 8117.5 OF THE CALIFORNIA CODE OF REGULATIONS REQUIRES CONTRACT AWARDDING AGENCIES TO NOTIFY THE DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING, OFFICE OF COMPLIANCE PROGRAMS OF ANY CONTRACT AWARD IN EXCESS OF \$5,000. SUBMIT ONE COMPLETED COPY OF THIS FORM TO THE OFFICE OF COMPLIANCE PROGRAMS FOR EACH CONTRACT IN EXCESS OF \$5,000 WITHIN 10 DAYS OF AWARD DATE.

SHADED AREAS FOR OFFICE OF COMPLIANCE PROGRAMS USE ONLY

CONTRACTOR INFORMATION									
CONTRACTOR'S NAME							TELEPHONE NUMBER AREA CODE		
							( )		
ADDRESS		(NUMBER)		STREET		CITY		STATE ZIP CODE	
FEDERAL EMPLOYER I.D. NUMBER				COMPANY OFFICER AND TITLE					
CONTRACT INFORMATION									
CONTRACT AMOUNT				STATE CONTRACT NUMBER			CONTRACT AWARD DATE		
00									
PROJECT LOCATION (COUNTY)								COUNTY CODE	
ESTIMATED PROJECT STARTING DATE:		MONTH		DAY		YEAR		ESTIMATED PROJECT COMPLETION DATE:	
TYPE OF CONTRACT							IS THIS PROJECT FEDERALLY FUNDED?		
<input type="checkbox"/> CONSTRUCTION		<input type="checkbox"/> SERVICE		<input type="checkbox"/> SUPPLIES AND COMMODITIES			<input type="checkbox"/> YES		<input type="checkbox"/> NO
AWARDING AGENCY INFORMATION									
AGENCY NAME				AGENCY ADDRESS				AGENCY CODE	
SIGNATURE OF PERSON COMPLETING FORM				PRINTED NAME AND TITLE				TELEPHONE NUMBER	

This standard State form is available in E-format at "<http://www.documents.dgs.ca.gov/osp/pdf/std016.pdf>"

STATE OF CALIFORNIA  
**STANDARD AGREEMENT**  
 STD 213 (Rev 06/03)

---

1. This Agreement is entered into between the State Agency and

---

STATE AGENCY'S NAME

---

CONTRACTOR'S NAME

---

2. The term of this \_\_\_\_\_ through  
 Agreement is:

---

3. The maximum amount \$  
 of this Agreement is:

---

4. The parties agree to comply with the terms and conditions of the  
 part of the Agreement.

---

Exhibit A – Scope of Work

Exhibit B – Budget Detail and Payment Provisions

Exhibit C\* – General Terms and Conditions

Check mark one item below as Exhibit D:

☐

Exhibit - D Special Terms and Conditions (Attached h

☐

Exhibit - D\* Special Terms and Conditions

Exhibit E – Additional Provisions

*Items shown with an Asterisk (\*), are hereby incorporated by reference and  
 These documents can be viewed at [www.ols.dgs.ca.gov/Standard+Language](http://www.ols.dgs.ca.gov/Standard+Language)*

State Training Center  
Department of Personnel Administration  
1515 "S" Street, North Building, Suite 108  
Sacramento, CA 95814-7243  
(916) 445-5121 Fax: (916) 324-4050

**[www.dpa.ca.gov](http://www.dpa.ca.gov)**



Revised 8/03